Previous references.
S&A 117 of 1902-03

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Salaries and Allowances

File No. 124 of 1903-04
Serial Nos. a-b

Later references.
Sls 1-8 F of this file

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. a-b

Dep't. B. for

SUBJECT.

Maintenance of Service Registers of Officials in all Departments of the State

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No. 7526 dated 25th June 1903 (Dy No. RA 2233)
1003
From the Comptroller
Suggests certain measures to be adopted to ensure the Service books being properly checked and brought up to date each year

No. P&A 196-235 dated the 11th Aug: 1903
To the Comptroller, the other Heads of Departments and the Deputy Commissioners of Districts.
Orders that the report of the Head of each office that the terms of the G.O. No. 13911-5D / P&A 1216 d/ 18/3/03 have been complied with may be accepted by the comptroller as sufficient, and accepts the comptroller's suggestion ~~G. R. S. 58~~ that time limit might be extended to 1st Nov. ~~1st~~ for such report, and directs that the Heads of each office should assure himself by personal examination that the order has been fully carried out and also authorizes the comptroller to direct the bills of the whole Dist. to be stopped unless the names of

Office of the Dewan of Mysore.

File No. (if any)

Directions.

No., date and purport of receipts to be entered in red, and office note in black ink in order of dates.—To be written only on one side, and inside the line of margin.

Office Note.

S&A. 124-03

Branch P&A.
Letter No. 7526/1003 d: 25th June 1903.
from the Comptroller, Mysore Govt.

Subject ~~the~~ Maintenance of Service Registers of officials in all Depts ~~and Offs~~ of the State

Govt issued the circular order No. 13911-50/P&A 1216 of 1893/03 on the Subject. With reference to this, the Comptroller reports in his present letter that he has issued a circular giving detailed instructions on the subject to all Heads of offices and departments. and requests further instructions as to how he is to give effect to the order contained in para 5 of the above said Proceedings, how his office is to find out that the service books in any office are incomplete and to determine who the officials are that are responsible for the imperfections and whether the pay of the Head of the office or that of his entire establishment should be stopped He also points out the irregularity in the submission of the annual

× Flag A S&A 11702

× Flag B.

⊗ Flag D

annual Returns of Depts and suggests that the Head office of each Dept be made primarily responsible for the submission of all the annual Returns of the Depts and that the Head of the Dept be required to certify either on his own salary bill or that of his establishment presented on the 1st November that the annual Returns of his Dept including those of all Sub-offices and establishments under his orders have been forwarded to the office of the Comptroller.

Sub-d orders. If approved, the Comptrs DMB letter may be printed in Estimates 11/7/03 with a short order that the suggestion made in para 3 thereof is approved para 6 of the Comptroller's Circular being made applicable to the Estn Bill of the Head of the Department concerned. The Head of the Dept should similarly certify on the Estn Bill of his office that the Service Registers of all the officials in the Dept are brought upto date & that such

Certificate should be based on the certificates of the subordinate officers who should personally examine the Registers before furnishing the certificates to the Head of the Dept.

JB
20/7/03

Print the letter in extenso.

The order of Govt (A) is clear and the report of ~~each~~ the Head of the each Office that its terms have been complied with may be accepted as sufficient by the Comptroller.

The letter's suggestion that time may be extended to 1st Nov. is accepted. The Head of each office should assure himself by personal examn that the order has been fully carried out & send up a report to that effect to the Comptroller. Unless the names of officials responsible are given, the Comptr may direct the bills of the whole establishment to be stopped.

Draft & submitted for approval.

The draft is a mere copy of this & might have been submitted by the Asstt Secy himself.

Hrm 22/7

Hrm for Secy 29/7 MLO 29-7-03

JB 25/7 The Dewan through the 2nd Counsellor. Offrs Secy 23/7 Hrm 30/7/03 Hrm 22/7/3

S&A 124 of 1903-04
C2 Series A

L. F. No. 75/96 OFFICE OF THE COMPTROLLER, MYSORE GOVT.
1903

Bangalore, 25th June 1903. 189

Rec'd 4/7/03.

From

E. R. SUBRAYER, Rsq., B.A.B.C.E.

Comptroller, Mysore Govt.

MYSORE GOVERNMENT GENERAL & REVENUE SECRETARIAT
14169
3 JUL 1903
Pta 2233

To

H.V. Nanjundayya, Esq., M.A.M.L.
The Secretary to the Govt. of Mysore,
General and Revenue *Dept.*s

Sir,

vide S&A 117 of 1902-03 SE

Adverting to Govt: Pro: No.13911-50/P&A1216 of 18th March 1903 directing that service books should be properly checked and brought up to date in accordance with the rules laid down in the Civil Account Code and the Mysore Service Regulations, I have the honor to report that I have issued a circular, giving detailed instructions on the subject to all heads of offices and departments which will appear in the next issue of the Mysore Gazette. In para 5 of their order Government direct that in cases in which the service books are not brought up to-date the pay of the officials concerned should not be disbursed from October next without a special order of Government. I solicit further instructions as to how I am to give effect to this order how this office is to find out that the service books in any office are incomplete and to determine who the officials are that are responsible for the imperfection and whether the pay of the head of the office or that of his entire establishment should be stopped.

In this connection I beg to bring to the notice of Government that in the circular which I have been issuing every year (copy enclosed for ready reference) for the prompt submission of the annual returns of establishment by all heads of offices and departments it has been distinctly laid down that the pay bills due 1st October will not be discharged at the Treasuries unless accompanied by a certificate stating that the

the schedule for 1st July has been forwarded to this office. But from experience I find the rule is practically inoperative.

In the case of sub offices and establishments the certificate is duly endorsed on the bills presented at the Treasury for payment but the annual returns are retained at the head office, and sent to this office long after the bills are cashed and not unfrequently only after requisitions and in a few cases reminders from this office.

3 I would therefore suggest that the head office of each Department be made primarily responsible for the submission of all the annual returns of the Department and that the head of the department be required to certify either in his own salary bill or that of his establishment that the annual returns of his department including those of all Sub-offices and Establishments under his orders have been forwarded to this Office and the rule laid down in para 6 of my Circular be made applicable to the Head of the Department or his Establishment- the Head of the Department being empowered to stop the pay of his Sub-offices if the returns ~~&c~~ therefrom be not received in his Office before a date to be fixed by him. and Further to enable the head office to collect these returns and forward them duly checked & compiled to this office I would suggest the extension of the period allowed for their submission by one month, the certificate prescribed in para 6 of my circular being endorsed on Pay bills presented on the 1st November instead of 1st October as heretofore I request you will be so good as to obtain early orders of Government.

I have the honor to be,

Sir,

Your most obedient servant,

E Thompson

Comptroller.

dlg

Ex/SLA 124 of 1903-04
Serial 6

Head

Letter No. 7526
1003
d: 25th June 1903 from
the Comptroller to the
Govt of Mysore

(Print in extenso).

11-8-03

Order thereon No. PLA. 196-235

(The order of Govt
No. 13911-50
PLA 1216
dated 18th March 1903 is clear
and the report of the
Head of each office
that all terms have
been complied with,
may be accepted as
sufficient by the
Comptroller. The la
The latter's suggestion
that time may be
extended to 1st November
is accepted. The Head
each office should
assure himself by
personal examination
that the order has been
fully carried out and
send

Send up a report to that effect to the Comptroller. Unless the names of officials responsible are given, the Comptroller may direct the bills of the whole establishment to be stopped.

Secretary

DMB
23/7/03

23/7/03

The Comptroller to the Genl Manager
The other Heads of Depts
The Dy Commrs of Dists

Proceedings of the Government of His Highness the Maharaja of Mysore, General, dated 11th August 1903.

READ—

Letter No. 7526—1003, dated 25th June 1903, from the Comptroller to the Government of Mysore.

Adverting to Government Proceedings No. 13911-50—P. & A. 1216 of 18th March 1903, directing that service books should be properly checked and brought up to date in accordance with the rules laid down in the Civil Account Code and the Mysore Service Regulations, I have the honor to report that I have issued a circular, giving detailed instructions on the subject to all Heads of Offices and Departments, which will appear in the next issue of the *Mysore Gazette*. In para 5 of their order, Government direct that in cases in which the service books are not brought up to date, the pay of the officials concerned should not be disbursed from October next without a special order of Government. I solicit further instructions as to how I am to give effect to this order, how this office is to find out that the service books in any office are incomplete and to determine who the officials are that are responsible for the imperfection and whether the pay of the Head of the Office or that of his entire establishment should be stopped.

2. In this connection I beg to bring to the notice of Government that in the circular which I have been issuing every year (copy enclosed for ready reference) for the prompt submission of the annual returns of establishment by all Heads of Offices and Departments, it has been distinctly laid down that the pay bills due 1st October will not be discharged at the Treasuries unless accompanied by a certificate stating that the schedule for 1st July has been forwarded to this office. But from experience I find the rule is practically inoperative. In the case of sub-offices and establishments, the certificate is duly endorsed on the bills presented at the Treasury for payment but the annual returns are retained at the Head Office and sent to this office long after the bills are cashed and not unfrequently only after requisitions and in a few cases reminders from this office.

3. I would therefore suggest that the Head Office of each Department be made primarily responsible for the submission of all the annual returns of the Department and that the Head of the Department be required to certify either in his own salary bill or that of his establishment that the annual returns of his department, including those of all sub-offices and establishments under his orders, have been forwarded to this office and the rule laid down in para 6 of my circular be made applicable to the Head of the Department or his establishment—the Head of the Department being empowered to stop the pay of his sub-offices if the returns therefrom be not received in his office before a date to be fixed by him. Further to enable the Head Office to collect these returns and forward them duly checked and compiled to this office, I would suggest the extension of the period allowed for their submission by one month the certificate prescribed in para 6 of my circular being endorsed on pay bills presented on the 1st November instead of 1st October as heretofore. I request you will be so good as to obtain early orders of Government.

No. P. & A. 196—235, DATED BANGALORE, 11TH AUGUST 1903.

ORDER THEREON.—The report of the Head of each Office, that the terms of the order of Government No. 13911-50—P. & A. 1216, dated 18th March 1903, have been complied with, may be accepted as sufficient by the Comptroller. The latter's suggestion that time may be extended to 1st November is accepted. The Head of each Office should assure himself by personal examination that the order has been fully carried out and send up a report to that effect to the Comptroller. Unless the names of officials responsible are given, the Comptroller may direct the bills of the whole establishment to be stopped.

H. V. NANJUNDAYYA,
Secy. to Govt., Gen. & Rev. Depts.

To—The Comptroller to the Government of Mysore.
The other Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C.R.